



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

BnO 1650.3G
B 07-1
1 Jul 02

BATTALION ORDER 1650.3G

From: Commanding Officer
To: Distribution List

Subj: AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1G
(b) MCO 1650.19J
(c) MCCDCO 1650.1E

Encl: Sample Awards Certificates

1. Situation. To establish procedures for implementation of the decorations and awards program for companies within the Battalion. This Order describes eligibility requirements, defines approval authorities for various Navy/Marine Corps decorations and awards, and provides instructions on preparing, submitting, and processing recommendations for decorations and awards.

2. Cancellation. BnO 1650.3F.

3. Mission

a. Reference (a) establishes policies concerning Navy/Marine Corps decorations and awards, delineates eligibility requirements, and provides general administrative procedures.

b. Reference (b) establishes procedures for submitting awards through the HQMC website and sets forth levels of awarding authority to commanders. The introduction of the Marine Corps-wide internet functional awards processing system modified the awards process and expanded its functionality, making it available to any Marine who has internet access. Web-based award submission will allow the awards branch, as well as every combat commander and Marine, the ability to track and oversee every personal and unit award that is generated. The new awards process will eliminate the requirement of mailing a copy, as it will be forwarded electronically from the decision authority directly to Military Awards Branch (MMMA) and Personnel Management Support Branch (MMSB). The intent is not to slow the process for entry of awards into a Marine's permanent record but to ensure that accurate information is recorded. It is understood that expeditious entry into an Official Military Personnel File is needed on occasion (selection or promotion board action).

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c. Reference (c) provides explicit detail in completing a 1650 awards form.

4. Execution

a. It is Command Policy that service-members receive tangible recognition through the awards program for acts of valor, exceptional meritorious service or achievement, and acts of heroism not involving actual combat.

b. Recognition of personnel through awards cultivates good morale and esprit de corps. Award recommendations are encouraged but to preserve the character and meaning of personal awards, caution must be exercised to ensure that the awards program does not supplement recognition more appropriately given through the Performance Evaluation System and similar venues. Moreover, because of the organization and scope of responsibilities of this Command, it is not unusual for officers and enlisted Marines to hold more than one billet in different organizations during an **entire tour of duty; consequently, routine "Mid-Tour" awards will not normally be approved.** If an award is appropriate in such cases, the originator should provide a letter of continuity to the new reporting senior with a copy provided to the respective member upon the member's reassignment within the Command. This policy is not an attempt to restrict awards recognizing specific acts or outstanding achievements.

(1) Eligibility Requirements

(a) Meritorious Service. Individual performance of duty must exceed that expected by virtue of grade and experience based upon accomplishments during an **entire tour of duty**.

(b) Outstanding Achievement. An outstanding achievement decoration, also known as an "impact or special achievement award," recognizes a single specific act or accomplishment separate and distinct from regularly assigned duties, such as a special project. It is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled. An outstanding achievement covers a short period of time, i.e., normally less than 6 months. Submit a recommendation for an outstanding achievement award only when the achievement is of such magnitude that it cannot be recognized in any way other than award of a decoration and delaying recognition until completion of the individual's period of service would diminish the significance of the accomplishment.

(c) The number of decorations that may be awarded to an individual is not limited; however, **only one decoration may be awarded for the same act, achievement, or period of service.** An appropriate decoration may be awarded to a servicemember upon permanent change of station, retirement, or separation of a member if no other award is pending and no previous award has been made for the same act or period of service. **Award recommendations must be based purely on the current assignment** and not the individual's entire career or a portion thereof.

(d) Do not base the level of the recommended award on the grade, billet, or time in service of the individual being recognized. **The only exception is the Navy and Marine Corps Achievement Medal (NMCAM), which is not appropriate for individuals above the rank of major or lieutenant commander.**

(e) In determining whether to recommend a servicemember for a personal award, the primary consideration must be whether the member has truly performed in an exceptional manner and has met the eligibility criteria set forth in reference (a). A servicemember's outstanding achievement or meritorious service must be a matter of official record.

(f) Certificate of Commendation (NAVMC 10631)

(1) Certificate of commendation may be issued by any general officer. Commanders who have delegated authority to approve the NA may also issue certificates of commendation.

(2) All other officers desiring to make recommendation for certificate of commendations shall submit them to the general officer of commander having NA authority for approval and issue. These awards will not be submitted via the HQMC APS and do not require a 1650 (EF). Do not forward a copy of the approved certificate of commendation to CMC (MMA). A copy however, should be forwarded to CMC (MMSB) for inclusion into the Marine's OMPF.

(3) Certificates of commendation may be issued to civilians who are serving with the Marine Corps. Certificate of commendation may be presented to other civilians as deemed appropriate to recognize those who have made significant contributions to the Marine Corps.

(g) Meritorious Mast. Whenever the performance of an enlisted Marine is considered noteworthy or commendable beyond the usual requirements of duty or the Marine demonstrates exceptional industry, judgment, or initiative, the senior person who has observed

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the Marine's performance shall make a report of this to the Marine's commander (battalion or equivalent echelon). These reports shall be given careful consideration and, if appropriate, a Meritorious Mast held.

(1) Commanders will use the Meritorious Mast (NAVMC 10935) form as a uniform means of recognizing efforts that warrant recognition. The form, which is a two-part set, is available through the normal supply channels.

(2) Do not forward copies of the approved Meritorious Mast's to CMC (MMMA). A copy, however should be forwarded to CMC (MMSB) for inclusion into the Marine's OMPF.

(h) Letter of Appreciation. Any officer senior to a Marine whose performance is considered noteworthy or commendable beyond the usual requirements of duty may issue a Letter of Appreciation. Do not forward copies of the approved Meritorious Mast's to CMC (MMMA).

(i) Commendatory Correspondence

(1) When commendatory correspondence is received at CMC (MMMA), it will be forwarded directly to the commanding officer of the Marine concerned.

(2) The commanding officer receiving commendatory correspondence regarding a Marine shall take appropriate action to recognize those individual's achievements. If the commanding officer feels the achievements stated in the commendatory correspondence are enough to rewrite the achievement into a Meritorious Mast, certificate of commendation, or personal award recommendation, it will be processed as outline in this Order and filed in the Marine's OMPF.

(2) Approval Authority. Approval authority and general responsibilities involving the management of the Awards Program are as follows:

(a) CG MCCDC. The CG MCCDC will approve all Meritorious Service Medals (MSM) appropriately endorsed through the chain of command and Legions of Merit (LOM) for retirement only. Higher awards will be properly endorsed through the chain of command and forwarded to higher headquarters for approval/endorsement.

(b) CGs Aboard MCCDC. CGs aboard MCCDC are authorized to approve the Navy and Marine Corps Commendation Medal (NMCCM).

(c) Commanders Authorized to Award NMCAM. The impact NMCAMs may only be awarded for "specific accomplishments" of a superlative nature.

(d) General officers and the COs may award certificates of commendation to enlisted members of their respective organizations.

(e) Per reference (c), COs and commanders authorized to approve the NMCAM are now authorized to approve the MOVSM.

(3) Submission and Processing

(a) Submit recommendations for certificates of commendation in standard letter format, via the chain of command, with a proposed certificate written in the second person. The proposed certificate will be double-spaced and should not exceed nine lines.

(b) Recommendations for the Navy and Marine Corps Medal and awards of a higher precedence for acts of lifesaving will include two eyewitness statements whenever possible.

(c) Each recommendation for a decoration must be initiated and forwarded via the chain of command within three years of the act, achievement, or service to be recognized.

(d) Decorations will not be awarded to any member of this Command whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable. Any decoration for a distinguished act, achievement, or service may be revoked if facts, later determined, would have prevented original approval of the decoration.

(e) When submitting recommendations on enlisted Marines under the administrative control of HQSVCBn, originating officers will verify with HQSVCBn that no disciplinary, administrative, or other adverse action is pending against the recipient.

(f) Recommending officials who become aware of such instances after submitting an award must, within 30 days, report the circumstances and make a written recommendation via the chain of command to the awarding authority for review and determination of appropriate action.

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(g) Ensure classified award recommendations are submitted with the lowest level of classification possible. Classified and special category award recommendations require special handling and may require extra processing time.

(4) Awards Board Procedures. Personal award recommendations will be administrated by the Battalion Adjutant to a board comprised of the: S-3 Officer, S-4 Officer, Supply Officer, Sergeant Major and the Executive Officer.

(5) Award Presentations. Every effort should be made to present decorations and awards prior to the service member's reassignment. Therefore, originators must ensure timely submission of recommendations. Awards received too late for presentation will be forwarded to the follow-on command or if separating/retiring, to the instructor/inspector staff activity nearest the recipient's home address.

R. BARRY CRONIN

DISTRIBUTION: A

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SAMPLE AWARDS CERTIFICATES

FORMAT FOR DRAFT
MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL LETTER

1650
(Code)
(Date)

From: Commanding General/Commanding Officer
To: Staff Sergeant John J. Doe 555 55 5555/5555 USMC
Via: Recipient's Commander/Commanding Officer

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVNOTE 1650 of 12 Apr 94

Encl: (1) Military Outstanding Volunteer Service Medal

1. Per the reference, you are authorized to wear the Military Outstanding Volunteer Service Medal, enclosure (1), for outstanding public service with the Boy Scouts of America for the period of 1 January 1993 to 1 January 1997.

2. You provided outstanding volunteer service to the civilian and military community while serving at Marine Corps Base, Quantico, Virginia. Your success in previous leadership positions in the scouting program and your laudable performance as a Boy Scout Troop leader for over 20 demanding young boys have made you a worthy recipient of this prestigious award. The unwavering dedication you exhibited by organizing and conducting the weekly scout meetings, jamboree events, summer camps, camping trips, pinewood derbies, and numerous other worthy events, is indicative of your strong desire to work for the betterment of America's young.

3. This sustained dedication to mentorship through the scouting program aptly demonstrates your quality of public service through volunteerism. In recognition of your services to the Boy Scouts of America, you are awarded the Military Outstanding Volunteer Service Medal.

I. M. LEADER

Copy to:
CMC (MHM-2)

ENCLOSURE (1)

FORMAT FOR DRAFT LEGION OF MERIT CITATION

The President of the United States takes pleasure in presenting the LEGION OF MERIT to

COLONEL JOHN J. DOE
UNITED STATES MARINE CORPS

For service as set forth in the following
CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Chief of Staff, Marine Corps Base, Quantico, Virginia, from August 1995 to March 1999. Through his inspirational leadership and relentless pursuit of excellence, Colonel Doe strictly enforced local, state, and federal environmental regulations aboard base; oversaw massive renovations and construction of new facilities; and significantly enhanced quality of life programs. After intense and highly productive negotiations with Headquarters, U. S. Marine Corps, he executed a comprehensive Interservice Support Agreement that was instrumental in the smooth transition of Manpower and Reserve Affairs Department and the Marine Corps Recruiting Command from Washington, DC to Quantico, Virginia. To accommodate the rapid expansion of the Base's infrastructure, he successfully crafted a Memorandum of Agreement between the Base and Prince William Forest Park which ended a 50-year boundary controversy, and he directly influenced the securing of Federal Aviation Administration deference to long-established military airspace boundaries, thereby preventing possible encroachment by planned construction of the Stafford Regional Airport. As the Chairperson of the Marine Corps Base Executive Steering Committee, he spearheaded completion of the Base Strategic Plan which clearly defines the vision, mission, and guiding principles for the "Crossroads of the Marine Corps." Throughout his career, his intense commitment to excellence left an indelible mark on future generations of Marines who will lead the Marine Corps into the 21st Century. Superior performance of duties as typified above highlight the culmination of over 30 years of honorable and dedicated Marine Corps service. By his exemplary professional competence, sound judgment, and total devotion to duty, Colonel Doe reflects great credit upon himself and upholds the highest traditions of the Marine Corps and the Naval Service.

For the President,

ENCLOSURE (1)

1 Jul 02

FORMAT FOR DRAFT MERITORIOUS SERVICE MEDAL CITATION

The President of the United States takes pleasure in presenting the MERITORIOUS SERVICE MEDAL (Gold Star in lieu of the second award) to

LIEUTENANT COLONEL JAMES J. DOE
UNITED STATES MARINE CORPS

for service as set forth in the following
CITATION:

For outstanding meritorious service as Head, Aviation Doctrine Branch, Doctrine Division, Marine Corps Combat Development Command, Quantico, Virginia, from February 1997 to May 1999. During this period, Lieutenant Doe's superior leadership, managerial skill, and technical expertise significantly contributed to the effective development of Marine Corps, Navy, and Joint doctrine and enhanced the combat capabilities of the Operating Forces. As the primary coordinator for integration of all Service doctrine, he orchestrated the complete restructuring of the Marine Corps Doctrinal Hierarchy comprising 138 publications, and he was directly responsible for developing 16 Marine Corps aviation publications. Moreover, he coordinated the Marine Corps service input to all joint, multi-service, and dual-designated publications. Capitalizing on his exceptional professional expertise, he served as the lead officer and principal contributor for a series of aviation requirements working groups, and he supported the Marine Corps Warfighting Laboratory's experimentation plans. As a result of his focused efforts, he superbly managed critical internal support functions, revised division standing operating procedures, and improved the Marine Corps doctrinal publication system. Superior performance of duties as typified above highlight the culmination of over 22 years of honorable and dedicated Marine Corps service. Lieutenant Colonel Doe's exceptional professional ability, leadership and total devotion to duty reflect great credit upon himself and uphold the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

ENCLOSURE (1)

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FORMAT FOR DRAFT NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

STAFF SERGEANT JOHN J. DOE

UNITED STATES MARINE CORPS (RESERVE)/UNITED STATES NAVY

FOR

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (BILLET TITLE, SECTION, BRANCH, DIVISION, COMMAND, CITY, STATE) FROM (DATE TO DATE). DURING THIS PERIOD, STAFF SERGEANT DOE (TEXT-STATE WHAT THE INDIVIDUAL ACCOMPLISHED ABOVE AND BEYOND WHAT WAS EXPECTED OR WHY RECOGNITION IS DESERVED--THE BODY SHOULD TOTAL NINE LINES, WRITTEN IN THIRD PERSON)... (OPTIONAL RETIREMENT/SEPARATION LINE--SUPERIOR PERFORMANCE OF DUTIES AS TYPIFIED ABOVE HIGHLIGHT THE CULMINATION OF OVER ____ YEARS OF HONORABLE AND DEDICATED [MARINE CORPS/NAVY] SERVICE [INCLUDING COMBAT].) (STAFF SERGEANT DOE'S) PERSONAL INITIATIVE AND DEVOTION TO DUTY REFLECTED GREAT CREDIT UPON (HIMSELF/HERSELF) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

ENCLOSURE (1)

1 Jul 02

FORMAT FOR DRAFT NAVY AND MARINE CORPS COMMENDATION MEDAL

NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF THE SECOND AWARD)

TO

STAFF SERGEANT JOHN J. DOE

UNITED STATES MARINE CORPS (RESERVE)/UNITED STATES NAVY

FOR

MERITORIOUS SERVICE/ACHIEVEMENT WHILE SERVING AS (BILLET TITLE, SECTION, BRANCH, DIVISION, COMMAND, CITY, STATE) FROM (DATE TO DATE). THROUGHOUT THIS PERIOD, STAFF SERGEANT DOE (TEXT-STATE WHAT THE INDIVIDUAL ACCOMPLISHED ABOVE AND BEYOND WHAT WAS EXPECTED OR WHY RECOGNITION IS DESERVED--THE BODY SHOULD TOTAL NINE LINES, WRITTEN IN THIRD PERSON)... (OPTIONAL RETIREMENT/SEPARATION LINE--SUPERIOR PERFORMANCE OF DUTIES AS TYPIFIED ABOVE HIGHLIGHT THE CULMINATION OF OVER _____ YEARS OF HONORABLE AND DEDICATED [MARINE CORPS/NAVY] SERVICE [INCLUDING COMBAT].) (STAFF SERGEANT DOE'S) PERSONAL INITIATIVE AND DEVOTION TO DUTY REFLECT GREAT CREDIT UPON (HIMSELF/HERSELF) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

ENCLOSURE (1)

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FORMAT FOR DRAFT CERTIFICATE OF COMMENDATION

CERTIFICATE OF COMMENDATION

(RANK NAME)

(UNITED STATES MARINE CORPS [RESERVE]/UNITED STATES NAVY)

FOR

Professional achievement and outstanding performance of duty while serving as (billet title, section, branch, division, command, city, state) from (date to date). During this period, (text--state what the individual accomplished above and beyond what was expected or why recognition is deserved--the body should total nine lines, always written in second person, e.g., you, your, yourself)... Your dedication to duty and professionalism reflected great credit upon yourself and were in keeping with the highest traditions of the (United States Marines Corps/United States Navy).

ENCLOSURE (1)

FORMAT FOR DRAFT OF MERITORIOUS MAST

PRIVATE FIRST CLASS JOHN H. DOE 000 00 0000/0151 USMC

was, on the seventeen day of August, 2002,

the subject of a

MERITORIOUS MAST

conducted by the

Commanding Officer
Headquarters and Service Battalion
Marine Corps Base
Quantico, Virginia

During the period 22 April 2002 to 20 July 2002 while serving as a Service Record Book Clerk for Consolidate Personnel Administrative Center, Headquarters Company, Headquarters and Service Battalion, Marine Corps Base, Quantico, Virginia, Private First Class Doe performed her duties in an exemplary manner. Private First Class Doe's drive and initiative to excel in a field other than her primary MOS is reflected in the thorough audit and outstanding daily upkeep of her assigned Service Records. Her "can-do" attitude and untiring efforts have greatly enhanced the service provided to Marines in this battalion. These efforts reflect great credit upon herself and are keeping with the highest traditions of the Marine Corps and the United States Naval Service.

R. BARRY CRONIN
Colonel, U. S. Marine Corps
Commanding

ENCLOSURE (1)